



# राजपत्र, हिमाचल प्रदेश

## (असाधारण)

हिमाचल प्रदेश राज्यशासन द्वारा प्रकाशित

शिमला, शनिवार, 19 मार्च, 1983/28 फाल्गुन, 1904

हिमाचल प्रदेश सरकार

कार्मिक विभाग (प्रशिक्षण)

अधिसूचना

फेयर लान्ज, शिमला-171012, 29 दिसम्बर, 1982

संख्या हिपा (परीक्षा) 12/75-6.—भारतीय संविधान के अनुच्छेद 309 के परन्तुक के अन्तर्गत प्रदत्त शक्तियों का प्रयोग करते हुए तथा हिमाचल प्रदेश लोक सेवा आयोग के परामर्श के उपरान्त, राज्यपाल, हिमाचल प्रदेश, हिमाचल प्रदेश विभागीय परीक्षा नियम, 1976 जो कि राजपत्र हिमाचल प्रदेश दिनांक 9-9-1976 को इस विभाग की अधिसूचना संख्यांक हिपा (परीक्षा) 12/75 दिनांक 23-3-1976 को प्रकाशित हुई थी में संशोधन करने का सह्य आदेश देते हैं।

के० सी० पाण्डेय,  
मुख्य सचिव।

## PERSONNEL DEPARTMENT (TRAINING)

## NOTIFICATION

*Fair Lawns, Shimla-171012, the 29th December, 1982*

**No. HIPA (Exam)-12/75-6.**—In exercise of powers conferred by proviso to Article 309 of the Constitution of India and in consultation with Himachal Pradesh Public Service Commission, the Governor, Himachal Pradesh hereby makes the following rules further to amend the Himachal Pradesh Departmental Examinations Rules, 1976 published in the Rajpatra, Himachal Pradesh, dated 9-9-1976 *vide* this Department notification No. HIPA (Exam.)-12/75, dated 23-3-1976, namely:—

1. (1) These rules may be called the Himachal Pradesh Departmental Examinations (Third Amendment) Rules, 1982.

(2) These rules shall come into force with immediate effect.

2. *Amendment of Rule 3.*—At the end of rule 3 of the Himachal Pradesh Departmental Examinations Rules, 1976 (hereinafter called the “said rules”) the following clause (x) shall be added, namely:—

(x) “Technical Officer” means an officer who at the time of entry into gazetted service is required to possess a special professional qualification for example B.Sc. (Agriculture), M.B.B.S., Bachelor of Engineering, B. V. Sc., M. Sc. (Geology) etc., or is imparted training at specialised institutions and the training was deemed complete only after the end of course/examination.”

*Note.*—“The State Government shall in consultation with the Himachal Pradesh Board of Departmental Examinations, through notification in the Official Gazette declare the ‘Technical Officers’ under the above definition”.

3. *Substitution of Rule 28.*—For the existing rule 28 of the said rules, the following rule 28 shall be substituted, namely:—

28. *Papers for the examination.*—The papers for the departmental examination and maximum marks allotted for each paper shall be as under:—

| Sl. No. | Paper                                                                                                                                                                                  | Maximum Marks |
|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| 1.      | Financial Administration                                                                                                                                                               | 100           |
| 2.      | Hindi (written—60, Oral—40)                                                                                                                                                            | 100           |
| 3.      | Rules and Acts pertaining to the respective department and general knowledge regarding developmental problems of the Pradesh as identified from the angle of the respective department | 100           |

4. *Amendment of Rule 29.*—In rule 29 of the said rules:—

(a) in sub-rule (1) for the figure “4” shall be substituted figure “2”;

(b) in sub-rule (2) for the words and figures appearing after the word “for” and before the word “is” the figure “3” shall be substituted.

5. *Addition of Rule 30-A.*—After rule 30 of the said rules, the following new rule 30-A along with its heading shall be added, namely:—

30A. *Option.*—An officer who could not qualify paper on Management and Public Administration and Planning under the old scheme will not be required now to qualify these papers. An officer who has still to clear one or two of the Technical

Papers prescribed under the old scheme has the option to clear these papers under the old syllabus, but this option will only be for 4 sessions commencing from the year 1983 otherwise the officer will be required to clear paper-3 prescribed under rule 28 above.

6. *Insertion in Rule 35.*—In sub-rule (1) of rule 35 of the said rules in between the words “method” and word “shall” the following words shall be inserted:—

“Other than Technical Officers as declared by the State Government under clause (x) of rule 3, in relation to whom the provisions contained in Part V-A are applicable.”

7. *Substitution of Rule 36.*—For the existing rule 36 of the said rules, the following rule 36 shall be substituted, namely:—

36. *Papers for the examination.*—The papers for the departmental examination and the maximum marks allotted to each paper shall be as under:—

| Sl. No. | Paper                       | Maximum Marks |
|---------|-----------------------------|---------------|
| 1.      | Financial Administration    | 100           |
| 2.      | Hindi (Written—60, Oral—40) | 100           |
| 3.      | Technical Paper I           | 100           |
| 4.      | Technical Paper II          | 100           |
| 5.      | Technical Paper III         | 100           |

8. *Amendment of Rule 37.*—In rule 37 of the said rules:—

(a) in sub-rule (1) for the figure “4” shall be substituted figure “2”.

(b) in sub-rule (2) for the words and figures appearing after the word “for” and before the word “is” the figures “3 to 5” shall be substituted.

After sub-rule (2) of rule 37, the following proviso shall be inserted, namely:

Provided that the officers belonging to the Education Department, Technical Education Department, Law Department, Architects and Assistant Town Planners of the Public Works Department except Administrative and Ministerial Officers of these departments are only required to pass papers 1 and 2 i.e. Financial Administration and Hindi:

Provided further that an officer who could not qualify paper on Management and Public Administration and Planning under the old scheme shall not be required to qualify these papers now.

9. *Addition of Part V-A.*—After existing Part V, the following new Part V-A along with its heading shall be added:—

## PART V-A

### TECHNICAL OFFICERS

38A. *Addition to Rule 38—Eligibility.*—(1) The officers who have been declared as Technical Officers under clause (x) of rule 3 of these rules shall be eligible to appear in the Departmental Examination prescribed for that service under these rules.

(2) The application for appearing in the departmental examination shall be forwarded to the Secretary by the Head of Department concerned who will certify eligibility of the officer concerned.

38-B. *Papers for the examination.*—The papers for the departmental examination and the maximum marks allotted to each paper shall be as under:—

| Sl. No. | Paper                                                                                                                                                                                   | Maximum Marks |
|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| 1.      | Financial Administration                                                                                                                                                                | 100           |
| 2.      | Hindi (Written—60, Oral—40)                                                                                                                                                             | 100           |
| 3.      | Rules and Acts pertaining to the respective department and general knowledge regarding developmental problems of the Pradesh as identified from the angle of the respective departments | 100           |

38-C. *Syllabus.*—(1) The syllabus for papers 1 and 2 mentioned under rule 38-B above is given in Schedule 'D' attached to these rules.

(2) The syllabus for paper-3 is given department-wise in Schedule 'F'.

38-D. *Exemption.*—(1) The exemption may be granted by the Government in consultation with Commission for reasons to be recorded in writing in accordance with these rules.

(2) Normally a deserving officer in an exceptional case, who has attained the age of 50 years on or after the commencement of these rules may be granted exemption under the relevant service rules from qualifying the departmental examination in part or in whole as the case may be; provided that such officer is not likely to be considered for any other promotion before the date of his superannuation.

(3) The officers who have qualified the departmental examination in whole or in part prescribed under any other rules before the notification of these rules, shall not be required to qualify the whole or in part of the examination as the case may be.

(4) The officers, who have passed Hindi examination in Matriculation or equivalent or above either as an elective subject or optional or have qualified the same in the competitive examination conducted by the Himachal Pradesh Public Service Commission or Union Public Service Commission will not be required to qualify the same.

38-E. *Option.*—An officer who could not qualify paper on Management and Public Administration and Planning under the old scheme will not be required now to qualify these papers. An officer who has still to clear one or two of the Technical Papers prescribed under the old scheme has the option to clear these papers under the old syllabus, but this option shall only be for 4 sessions commencing from the year 1983 otherwise the officer shall be required to clear paper-3 prescribed under rule 38-B above.

*Note.*—Application for exemption should be made on the prescribed form attached to these rules.

## LIST OF SCHEDULES

SCHEDULE 'B' Syllabus for paper 3 of the Indian Forest Service, Himachal Pradesh Forest Service Officers and all other officers of the Forest Department except Administrative and Ministerial Officers examination.

SCHEDULE 'D' Syllabus for Paper 1 and 2 for Indian Forest Service and Himachal Pradesh Forest Service and all other gazetted officers examination.

SCHEDULE 'E' Syllabus for papers 3 to 5 in respect of officers of various departments (non technical).

SCHEDULE 'F' Syllabus for paper 3 in respect of technical officers of various departments.

### SCHEDULE 'B'

[(See Rule 29 (b))]

[SYLLABUS FOR PAPER 3 IN RESPECT OF INDIAN FOREST SERVICE AND HIMACHAL PRADESH FOREST SERVICE ASSISTANT ENGINEERS, EXECUTIVE ENGINEERS, FOREST MAP OFFICERS, FOREST STATISTICIAN AND TEHSILDARS (FOREST)]

#### PAPER-3—RULES AND ACTS

##### (a) Acts and Rules:

1. Indian Forest Act, 1927 as amended to date.
2. Wild Life (Protection) Act, 1972.
3. H.P. Land Preservation Act, 1978.
4. Sale of Timber Act.
5. Land Acquisition Act, 1894.
6. Forest Conservation Act, 1980.
7. Punjab Settlement Manual.
8. Indian Arbitration Act.
9. H.P. Forest Settlement Rules.
10. Indian Contract Act.
11. Minimum Wages Act.
12. National Forest Policy.
13. H.P. Forest Policy.
14. Rules made under the above Acts and the powers delegated to officers in H.P. to perform different functions.

##### (b) Account and Procedure:

1. Punjab Forest Manual Vols. I, II and III.
2. Vigilance Manual.
3. Office Manual.
4. Budget Manual.
5. Central Services Rules.
6. Fundamental Rules and Supplementary Rules.
7. Indian Forest Service Rules.
8. H.P. Ministerial and Executive Establishment Recruitment and Promotion Rules.
9. H.P. Working Plan Code.
10. H.P. Financial Rules.
11. Treasury Rules.
12. Problems connected with the execution of different types of agreements connected with forest working, grazing, sale of forest produce, public accounts committee, estimate committee, Committee on Public Undertakings, Consultation with Public Service Commission.
13. Store purchase.

38-B. *Papers for the examination.*—The papers for the departmental examination and the maximum marks allotted to each paper shall be as under:—

| <i>Sl. No.</i> | <i>Paper</i>                                                                                                                                                                          | <i>Maximum Marks</i> |
|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| 1.             | Financial Administration                                                                                                                                                              | 100                  |
| 2.             | Hindi (Written—60, Oral—40)                                                                                                                                                           | 100                  |
| 3.             | Rules and Acts pertaining to the respective department and general knowledge regarding development problems of the Pradesh as identified from the angle of the respective departments | 100                  |

38-C. *Syllabus.*—(1) The syllabus for papers 1 and 2 mentioned under rule 38-B above is given in Schedule 'D' attached to these rules.

(2) The syllabus for paper-3 is given department-wise in Schedule 'F'.

38-D. *Exemption.*—(1) The exemption may be granted by the Government in consultation with Commission for reasons to be recorded in writing in accordance with these rules.

(2) Normally a deserving officer in an exceptional case, who has attained the age of 50 years on or after the commencement of these rules may be granted exemption under the relevant service rules from qualifying the departmental examination in part or in whole as the case may be; provided that such officer is not likely to be considered for any other promotion before the date of his superannuation.

(3) The officers who have qualified the departmental examination in whole or in part prescribed under any other rules before the notification of these rules, shall not be required to qualify the whole or in part of the examination as the case may be.

(4) The officers, who have passed Hindi examination in Matriculation or equivalent or above either as an elective subject or optional or have qualified the same in the competitive examination conducted by the Himachal Pradesh Public Service Commission or Union Public Service Commission will not be required to qualify the same.

38-E. *Option.*—An officer who could not qualify paper on Management and Public Administration and Planning under the old scheme will not be required now to qualify these papers. An officer who has still to clear one or two of the Technical Papers prescribed under the old scheme has the option to clear these papers under the old syllabus, but this option shall only be for 4 sessions commencing from the year 1983 otherwise the officer shall be required to clear paper-3 prescribed under rule 38-B above.

*Note.*—Application for exemption should be made on the prescribed form attached to these rules.

## LIST OF SCHEDULES

SCHEDULE 'B' Syllabus for paper 3 of the Indian Forest Service, Himachal Pradesh Forest Service Officers and all other officers of the Forest Department except Administrative and Ministerial Officers examination.

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SCHEDULE 'E' Syllabus for papers 3 to 5 in respect of officers of various departments (non technical).

SCHEDULE 'F' Syllabus for paper 3 in respect of technical officers of various departments.

### SCHEDULE 'B'

[(See Rule 29 (b))]

[SYLLABUS FOR PAPER 3 IN RESPECT OF INDIAN FOREST SERVICE AND HIMACHAL PRADESH FOREST SERVICE ASSISTANT ENGINEERS, EXECUTIVE ENGINEERS, FOREST MAP OFFICERS, FOREST STATISTICIAN AND TEHSILDARS (FOREST)]

#### PAPER-3—RULES AND ACTS

##### (a) Acts and Rules:

1. Indian Forest Act, 1927 as amended to date.
2. Wild Life (Protection) Act, 1972.
3. H.P. Land Preservation Act, 1978.
4. Sale of Timber Act.
5. Land Acquisition Act, 1894.
6. Forest Conservation Act, 1980.
7. Punjab Settlement Manual.
8. Indian Arbitration Act.
9. H.P. Forest Settlement Rules.
10. Indian Contract Act.
11. Minimum Wages Act.
12. National Forest Policy.
13. H.P. Forest Policy.
14. Rules made under the above Acts and the powers delegated to officers in H.P. to perform different functions.

##### (b) Account and Procedure:

1. Punjab Forest Manual Vols. I, II and III.
2. Vigilance Manual.
3. Office Manual.
4. Budget Manual.
5. Central Services Rules.
6. Fundamental Rules and Supplementary Rules.
7. Indian Forest Service Rules.
8. H.P. Ministerial and Executive Establishment Recruitment and Promotion Rules.
9. H.P. Working Plan Code.
10. H.P. Financial Rules.
11. Treasury Rules.
12. Problems connected with the execution of different types of agreements connected with forest working, grazing, sale of forest produce, public accounts committee, estimate committee, Committee on Public Undertakings, Consultation with Public Service Commission.
13. Store purchase.

## SCHEDULE 'D'

## SYLLABUS FOR PAPER 1 AND 2

[See Rule 29(a) and 37(a)]

## PAPER 1—FINANCIAL ADMINISTRATION:

Pre-budget scrutiny, performance budgeting, maintenance of cash and accounts by Drawing and Disbursing Officers, Himachal Pradesh Financial and Accounts Rules and Budget Manual, Himachal Pradesh Travelling Allowance Rules, Himachal Pradesh Treasury Rules and Manual, various Civil Service Rules applicable in Himachal Pradesh Fundamental and Supplementary Rules, Civil Service (Conduct) Rules, Civil Services (CCA) Rules.

## PAPER 2—HINDI (IN DEVNAGRI SCRIPT):

(i) *Written*

- (a) Translating into Hindi a passage in English.
- (b) Rendering into simple Hindi a passage in Hindi.
- (c) Letter or Memorandum in Hindi.
- (d) Translation of some Administrative/Revenue and other terms in Hindi and their use in sentences. (Glossary issued by the Language Department of Himachal Pradesh).
- (e) Use of simple idioms and proverbs in Hindi.

(ii) *Oral*

- (a) Reading a passage printed or cyclostyled in Hindi.
- (b) Conversation in polished Hindi with the Examiner.

## SCHEDULE 'E'

[See Rules 29(b) and 37(b)]

## PAPERS 3 TO 5 OF ALL DEPARTMENTS (NON-TECHNICAL)

*Note.*—This Schedule contains department-wise syllabi for the papers 3 to 5 (Technical Papers I to III). For the Administrative and Ministerial Officers (Non-Technical Officers) of all the departments, the papers 3 to 5 will be as given at serial No. 12 i.e. Secretariat Administration and General.

| <i>Sl. No.</i> | <i>Name of the Department</i> |
|----------------|-------------------------------|
|----------------|-------------------------------|

- |     |                                         |
|-----|-----------------------------------------|
| 1.  | Civil Defence and Home Guards.          |
| 2.  | Co-operative.                           |
| 3.  | Election.                               |
| 4.  | Excise and Taxation.                    |
| 5.  | Food and Supplies.                      |
| 6.  | Industries.                             |
| 7.  | Labour, Employment and Training.        |
| 8.  | Panchayati Raj.                         |
| 9.  | Police.                                 |
| 10. | Public Relations.                       |
| 11. | Rural Integrated Development.           |
| 12. | Secretariat Administration and General. |
| 13. | Tourism.                                |
| 14. | Transport.                              |
| 15. | Welfare.                                |
| 16. | Prisons.                                |



## CIVIL DEFENCE AND HOME GUARDS DEPARTMENT

### PAPER 3—CIVIL DEFENCE AND HOME GUARDS

1. Origin of Home Guards.
2. Organisation of Home Guards, Aim and Objects, Training and Functions.
3. Role of Home Guards in Civil Defence Duties.
4. Home Guards as Auxiliary force to Police.
5. Recruitment General Policy.
6. Physical standards and age group for recruitment of Home Guards.
7. Service Liability.
8. Organisation and function of Women Home Guards.
9. Duties of various ranks of Home Guards and whole time staff.
10. Camp layout Hygiene and sanitation and messing etc.
11. Qualities of good leader and man-management.
12. Home Guards Act and Rules.
13. Procedure to call out and call off the Home Guards volunteers.
14. Use of Field telephones.
15. Preparation of training programme for courses as follows:
  - (a) Basic course for 35 days.
  - (b) Advance course for 35 days.
  - (c) Leadership course for 21 days.
  - (d) JO's course for 30 days.
  - (e) Refresher course 21 days.

and subjects to be taught are as under:—

- (i) Drill with and without arms.
- (ii) Guard duties.
- (iii) Weapon training i.e. Rifle, Bayonet, Grenade, Sten Gun, LMG and Revolver.
- (iv) Field craft.
- (v) Elementary tactics.
- (vi) Patrolling and ambush.
- (vii) Range firing.
- (viii) C.D. and Fire Fighting and First Aid.
16. Explanation of stores types, prescribed life under normal usage and responsibilities of Bn. QMs.
17. Maintenance of ledgers and supporting vouchers.
18. Indenting, local purchase, receipts, issues and periodical stock verification of stores.
19. Requirement and upkeep of training stores. Types of training stores and their use.
20. Temporary issues. Collection of uniforms from volunteers after temporary use.
21. Preservation, repairs, washing and storage of cotton and woollen articles.
22. Storage and accounting of Arms and Ammunition.
23. Care and maintenance of leather, rubber, wooden and metal stores.

### PAPER 4—CIVIL DEFENCE AND HOME GUARDS

1. Why Civil Defence is necessary?
2. Problems likely to crop in an air raid emergency.
3. Civil Defence Organisation in a town. Role of various Civil Defence Services.
4. Warning system. Lighting restrictions and ARP.
5. Types and effects of HE Bomb/IB.
6. Protection against high explosive and Incendiary Bomb. Trenches obstrution of lights.
7. Fire fighting in emergencies.
8. Use of Stirrup pump.
9. General principles of rescue, knowledge and use of simple rescue equipment ladders and ropes.
10. Emergency methods of rescue.
11. Civil Defence Act and Rules.

## PAPER 5—CIVIL DEFENCE AND HOME GUARDS

1. Principles of First Aid and first aid equipment.
2. Nature of injuries and problems to be faced by a First Aider.
3. Organising emergency services in natural calamities from fire, flood, Earth Quake etc.
4. Role of Home Guards in peace and emergency.
5. Maintenance and use of vehicles.
6. Law relating to aid to Civil authorities in emergency.

## CO-OPERATIVE DEPARTMENT

## PAPER 3—(CO-OPERATIVE) THEORY AND PRACTICE OF CO-OPERATIVE:

(a) Place of Co-operation in different system of economic organisation, co-operation as a balancing factor between the public and private agencies.

(b) Objectives of planning in India—agencies for formulation and implementation of plans; important role of Co-operatives in democratic planning programme of Co-operative Development under five-year plans.

(c) Latest trends in Co-operative—emergence of Co-operative leadership and self-reliant character of co-operative movement.

(d) Co-operative education programme in India—role of State Co-operative Union.

## PAPER 4—(CO-OPERATIVE) CO-OPERATIVE LAW:

- (a) History of Co-operative legislation.
- (b) Study of Co-operative Societies Act and Rules in force in Himachal Pradesh.
- (c) Latest trends in Co-operative Law.

## PAPER 5—(CO-OPERATIVE) BOOK KEEPING AND ACCOUNTS:

(a) Objectives, principles and use of book-keeping in a business organisation—Double entry book-keeping principles.

(b) Preparation of trading, manufacturing and profit and loss accounts and balance-sheets.

## ELECTION DEPARTMENT

## PAPER 3—(ELECTION) ELECTION LAW:

- (i) Source of Law of Elections in the Constitution—
  - (a) The Representation of People's Act, 1950.
  - (b) The Representation of People's Act, 1951.
  - (c) The Parliament (Prevention of Disqualification) Act, 1961.
  - (d) The Presidential and Vice-Presidential Elections Act, 1950.
  - (e) Delimitation Act, 1962.

## PAPER 4—(ELECTION) ELECTION LAW:

- (i) Registration of Electoral Rolls, 1960.
- (ii) Conduct of Elections Rules, 1961.

- (iii) Chapter IX (a) of the Indian Penal Code, Prescribing the offences under the Rules of Elections and the punishment therefor.
- (iv) Returning Officer's Hand Book.
- (v) Presiding Officer's Hand Book.

**PAPER 5—(ELECTION) ELECTION LAW:**

- (i) The Himachal Pradesh Panchayati Raj Act, 1968 (Act No. 19 of 1970)—Law relating to the Gram Panchayats, Panchayat Samitis, Zila Pajshad and Nyaya Panchayats Elections.
- (ii) The Himachal Pradesh Municipal Act, 1968—Law relating to the Municipal Committee's Elections.
- (iii) The Himachal Pradesh Municipal Election Rules, 1970 as amended up-to-date.
- (iv) The Himachal Pradesh Gram Panchayat Election Rules, 1972.
- (v) The Himachal Pradesh Panchayat Samitis Election Rules, 1973.
- (vi) The Himachal Pradesh Nyaya Panchayat Election Rules, 1973.
- (vii) The Himachal Pradesh Zila Parishad Election Rules, 1975.

**EXCISE AND TAXATION DEPARTMENT**

**PAPER 3—(EXCISE AND TAXATION) LAW OF CRIME AND EXCISE LAW:**

1. Indian Penal Code.
2. Code of Criminal Procedure.
3. Indian Evidence Act.
4. General Clauses Act.
5. The Punjab Excise Act (as applicable in Himachal Pradesh).
6. The Himachal Pradesh Local Option Act.
7. The Opium Act.
8. The Punjab Excise Opium Smoking Act.
9. The Dangerous Drugs Act.
10. The Indian Power Alcohol Act.
11. The Punjab (East) Molasses Control Act.
12. The Himachal Pradesh Gram Panchayat Act.
13. Notifications, Orders and Rules issued under 5 to 12 above.

**PAPER 4—(EXCISE AND TAXATION) SALES TAX LAW AND LAW RELATING TO ALLIED TAXES:**

1. The H.P.G.S.T. Act.
2. Notifications, Rules and Executive Instructions issued under (1).
3. Central Sales Tax Act and Rules issued thereunder.
4. The Himachal Pradesh Entertainment Duty Act.
5. The Himachal Pradesh Motor Spirit (Taxation of Sales) Act.
6. The Himachal Pradesh Passengers and Goods Taxation Act.
7. The Himachal Pradesh Entertainments Tax (Cinematograph Shows) Act.
8. Notifications, Orders and Rules issued under, and
9. Notifications, Orders and Rules issued under (4) to (8).

**PAPER 5—(EXCISE AND TAXATION) BOOK-KEEPING AND LANDA SCRIPT:**

Candidates will be required to answer about the theory and practice of single and double entry book-keeping including the preparation of trading accounts and balance sheets. The paper will also test candidates knowledge of general commercial terms and practice and Landa Script, Amritsari or Mahajani.

1. Translation into Roman Characters of Passages written in Landa Script; and
2. Translation into Landa Script of Passage in Roman Character.

## FOOD AND SUPPLIES DEPARTMENT

### PAPER 3—FOOD AND SUPPLIES:

1. General system of allocation and the Public Distribution System of Essential Commodities at the State, District, Tehsil, Block and Depot level including the scales of issue from time to time, fixation of rates at various stages and transportation of stocks in the subsidized and flood effected areas etc. etc.

2. Enforcement of various statutory control orders and directions issued from time to time by the Government of India and Himachal Pradesh Government with a view to holding the price-line ensuring general availability of essential commodities in the open market and also strengthening the Public Distribution System in the State.

### PAPER 4—FOOD AND SUPPLIES:

1. Technical measures for the storage, treatment and maintenance of the health of Government stocks in the godowns.

2. The analysis of foodgrains and the system of quality control at various levels at the time of procurement storage and distribution (foodgrains).

### PAPER 5—FOOD AND SUPPLIES:

Preparation/Maintenance and reconciliation of Government foodgrains accounts at the District and the Directorate level.

## INDUSTRIES DEPARTMENT

### PAPER 3—INDUSTRIES:

1. Industrial Policy of Government of India.
2. Industrial Policy of Himachal Pradesh Government.
3. Procedure for setting up Small Scale, Medium and Large Industries including Registration with various authorities etc.
4. Licensing Procedure and Cases where Licensing is necessary.
5. Collaboration with Foreign Companies and Procedure for approvals etc.
6. Role of Indian Standard Institute/Indian Investment Centre, Indian Institute of Foreign Trade and role of other All India Bodies like Handloom Corporation and Khadi and Village Industries Commission, Silk Board, Tea Board, Directorate General of Technical Development etc.

### PAPER 4—INDUSTRIES:

1. Financial and Technical appraisal of industrial proposals.
2. Procedure of All India Financial Institutions and State Financial Corporation and Banks for grant of loans and underwriting facilities.
3. Preparation of Industrial Survey.
4. Preparation of Project Reports.
5. Function and Role of D.G.S. & D. and State Store Purchase Organisation.
6. Marketing of S.S.I. Products.
7. Export Policy of Government of India and incentives available for exports.

### PAPER 5—INDUSTRIES:

1. Imports Policy.
2. Completing formalities of import applications essentiality certificates etc.
3. Import of capital goods.
4. Assessment of capacities.
5. Verification of use of raw materials.
6. Working and role of Himachal Pradesh Mineral and Industrial Development Corporation.

Himachal Pradesh State Small Industries and Export Corporation, Himachal Pradesh Handloom and Handicrafts Corporation, Himachal Pradesh Khadi and Village Industries Board and Himachal Pradesh Agro-Industries Corporation.

7. Ancillary Development.
8. Role of Weights and Measures Organisation and their rules etc.
9. Procedure for grant of mining permit, leases etc. Role of Geological Wing in the State.
10. Sericulture Industry in the State.

#### PAPER 3—WEIGHTS AND MEASURES:

1. Progress of enforcement of metric system of Weights and Measures in India and its advantages.

2. Base and supplementary units of the system International (S. I.) and their definitions.
3. Functions of the following organisation:—

- (i) C.G.P.M.
- (ii) O.I.M.L.
- (iii) N.P.L.
- (iv) I.S.I. certification marking scheme.
- (v) B.I.P.M.

4. Provisions of the Standards of Weights and Measures Act, 1976 and Standards of Weights and Measures (Packaged Commodities) Rules, 1977 with reference to the verification of sealed packages and permissible error in net weight of different articles.

5. Definitions relating to connected terms in the standards of Weights and Measures Act, 1976 and Packaged Commodities Rules in force.

6. Criminal Procedure Code with particular reference to:—

- (i) Cognizable offences.
- (ii) Bailable and non-bailable offences.
- (iii) Power to search and person or place or seize any property.
- (iv) Compounding of offences.
- (v) Summary trials.

7. Role of Weights and Measures Organisation in ensuring fair transactions in the trade.

8. Procedure regarding surprise visits, inspection, seizure, launching of prosecutions, descriptions of specific types of weights and measuring instruments.

9. Procedure for recommending licences of manufacturer, dealer and repairer of weights and measures conditions imposed upon manufacturer/dealer/repairer by the Controller Weights and Measures Organisation and their purpose.

10. Different types of forms and registers prescribed for use in Weights and Measures Organisation and their purpose.

#### PAPER 4—WEIGHTS AND MEASURES:

1. Requisites of a good balance, sensitivity and driving of its expression, Factors responsible for increasing the sensitivity of a standard Balance.

2. Verification for sensitivity and error of the working standard Balances/Secondary standard Balances.

3. Verification procedure of the following working standards against secondary standard:—

- (i) Working standard weights.
- (ii) Working standard capacity measures.
- (iii) Working standard length measures.

## 4. Method of weighing:—

- (i) Direct Method.
- (ii) Gaus's Method.
- (iii) Berda's Method.

## 5. Use of test weights and measures.

6. Names and composition of metals used in the construction of secondary standard/working standard weights, measures and Balances.

## 7. Different types of standards, their specification uses, period of verification and custody.

8. Pre-requisites of Ideal Balance Room, maintenance of working standard/secondary standard laboratories.

## PAPER 5—WEIGHTS AND MEASURES:

## 1. Himachal Pradesh Weights and Measures (Enf) Act, 1968 with special reference to—

- (i) Definitions of various terms.
- (ii) Standards weights and measures.
- (iii) Stamping of weights and measures.
- (iv) Penalties.

## 2. Himachal Pradesh Weights and Measures (Enf) Rules, 1969 with special reference to the denomination, specification and material used in the construction of various types of weights and measures.

## 3. Verification procedure of different types of weights, measures, weighting and measuring instruments.

## 4. Permissible errors, in net weights and measure of packaged commodities.

## 5. Provisions for the seizure, detention and disposal of un-authorities weights, measures and sealed containers.

## 6. Verification procedure of petrol pumps and calibration of Tanks Lorries.

## 7. Verification procedures of the following weighing instruments:—

- (i) Beam Scale.
- (ii) Spring Balances.
- (iii) Counter Scale.
- (iv) Platform Weighing Machines.
- (v) Weigh bridges.
- (vi) Personal weighing machine.

## 8. Procedure for conducting a prosecution case.

## LABOUR, EMPLOYMENT AND TRAINING DEPARTMENT

## PAPER 3—LABOUR OFFICERS:

- 1. Factories Act, 1948.
- 2. Payment of Bonus Act, 1965.
- 3. Payment of Wages Act, 1936.
- 4. Payment of Gratuity Act, 1972.

## PAPER 4—LABOUR OFFICERS:

- 1. Industrial Disputes Act, 1947.
- 2. Trade Unions Act, 1926.
- 3. Contract Labour (Regulation and Abolition) Act, 1970.

## PAPER 5—LABOUR OFFICERS

1. Workmen Compensation Act, 1923.
2. Minimum Wages Act, 1948.
3. H.P. Shops and Commercial Establishments Act, 1969.

## PAPER 3—EMPLOYMENT OFFICERS

1. Origin of Employment Exchanges in India, Role of Employment Exchanges, Organisation. Employment Exchange Procedure (detailed study) duties of Employment Officer. Reservation of vacancies for *Ex-servicemen* in Himachal Pradesh. Reservation of vacancies for *ex-Servicemen* in Central Government and public sector undertakings, training facilities for *ex-servicemen*. Inspection of Employment Exchanges.

## PAPER 4—EMPLOYMENT OFFICERS

Employment Market Information Scheme. Collection, tabulation, presentation and interpretation of data pertaining to Employment Market Conducting of surveys. Writing of EMI reports. Compulsory notification of Vacancies Act. Manpower planning, meaning, estimation of manpower requirements.

## PAPER 5—EMPLOYMENT OFFICERS (VOCATIONAL GUIDANCE)

Aims and objectives, Craftsman Training Scheme, Apprentices Act, 1961, Role of Employment Officer in the implementation of Craftsman Training Scheme and Apprenticeship Training Scheme. Vocational Guidance and Employment Counselling Group and individual counselling, Educational and Training facilities in Himachal Pradesh. Higher educational facilities in India. Agencies providing assistance for education abroad. Aptitude testing, Typing tests.

## PAPER 3—PRINCIPALS OF I.T.IS. AND OTHER TECHNICAL OFFICERS OF INDUSTRIAL TRAINING

### *Craftsman and Apprenticeship Training Schemes*

*Craftsman Training Scheme.*—Objectives, Organisation, procedures as out-lined in Training Manual and Office Manual of B.G. and T (detailed study). Aptitude tests for admission to I.T.I's.

*Apprenticeship Training Scheme.*—Objectives, Apprentice Act, 1961 and Rules framed there-under. Recruitment and training of apprentices. General study of Factories Act.

## PAPER 4—PRINCIPALS OF I.T.I's. AND OTHER TECHNICAL OFFICERS OF INDUSTRIAL TRAINING

Industrial Economy of Himachal Pradesh, Industries in Himachal Pradesh, Industries for which scope exists in Himachal Pradesh, factors favourable for the growth of industries in Himachal Pradesh. Small Scale and Cottage Industries meaning facilities available from State Government and Banks to the educated unemployed persons and technicians for setting up their small industries.

## PAPER 5—PRINCIPALS OF I.T.I's. AND OTHER TECHNICAL OFFICERS OF INDUSTRIAL TRAINING

*Workshop Management.*—Workshop layout, Importance, Types of layout, Principles of layout, Flow diagram, flow process chart. Installation of machinery, Precautions to be observed while installing machinery of different types (Mechanical and Electrical).

*Inventory Control.*—Importance and methods of inventory control, Organisation of stores.

*Work Study.*—Method Study, Meaning, Principles of motion economy, Man machine chart, flow chart, Operation process chart, Operation sheet.

*Time Study.*—Meaning, Stop watch method, Setting of standards.

*Workshop Safety.*—Importance, Safety of man, prevention of accidents over moving machines, Safety against fire, Types of fire extinguishers and their use, Electrical hazards and their prevention.

## PANCHAYATI RAJ DEPARTMENT

### PAPER 3—PANCHAYATI RAJ

#### (PART-A)

1. Growth of Panchayati Raj in India since independence with special reference to its growth in Himachal Pradesh.

#### (PART-B)

(a) Summary of the current Indian and State Five Year Plan and Annual Plan as the case may be.

(b) Extension work at Block Level with reference to—

- (i) Agriculture.
- (ii) Horticulture.
- (iii) Minor Irrigation.
- (iv) Health.
- (v) Social Education.
- (vi) Communication.
- (vii) Animal Husbandry and Fisheries.
- (viii) Co-operation.
- (ix) Family Planning.

(c) Co-operation at Block Level.

### PAPER 4—PANCHAYATI RAJ

#### (PART-A)

1. Himachal Pradesh Panchayati Raj Act, 1968 (as amended from time to time) and the rules made thereunder.

#### (PART-B)

1. Election Rules relating to Panchayati Raj Bodies.

### PAPER 5—PANCHAYATI RAJ

#### (PART-A)

Himachal Pradesh Panchayati Raj (General) Financial Budget, Accounts, Audit, Taxation, Service and Allowance Rules, 1974.

#### (PART-B)

All State Acts covering Agriculture/Co-operation.



POLICE DEPARTMENT

PAPER 3—(POLICE) PROCEDURAL LAW

(a) *Criminal Procedure Code*: with special references to—

Sections 1 to 6, 9 to 15, 26 to 87, 91 to 95, 97 to 102, 106 to 124, 129 to 131, 144 to 185, 188, 190 to 194, 200 to 203, 206 to 213, 218 to 224, 238 to 243, 250 to 262, 266 to 271, 292 to 296, 298 to 300, 304 to 309, 313, 315 to 317, 320, 321, 356 to 361, 436 to 442, 451, 452, 456 to 459 and 475.

(b) *Indian Evidence Act*, 1892: with special references to—

Sections 1 to 11, 14 to 22, 24 to 30, 32, 34 to 38, 45 to 51, 53 to 67, 74 to 81, 83 to 90, 101 to 112, 114, 118 to 126, 132 to 134, 137 to 157 and 159 to 165.

PAPER 4—(POLICE) CRIMINAL LAW

(a) *The Indian Penal Code (Act No. 45 of 1860)*: with special references to Chapters/Sections:

|                                                                                             |                                                                            |
|---------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|
| CHAPTER II—General explanation                                                              | Section 6 to 52A                                                           |
| CHAPTER III—Of Punishments                                                                  | Section 75                                                                 |
| CHAPTER IV—General exceptions                                                               | Section 75 to 106                                                          |
| CHAPTER V—Abetment                                                                          | Section 107 to 116                                                         |
| CHAPTER VIII—Offences against the Public Tran-<br>quility                                   | Section 141 to 153A                                                        |
| CHAPTER IX—Offences by or relating to public<br>servants                                    | Section 161 to 171                                                         |
| CHAPTER X—Contempts of the lawful authority<br>of public servants                           | Section 172 to 190                                                         |
| CHAPTER XI—False evidence and offences against<br>public justice                            | Section 191 to 193, 211 to 225B                                            |
| CHAPTER XIV—Offences affecting the public health<br>safety, convenience, decency and morals | Section 279, 289 and 294                                                   |
| CHAPTER XIV—Offences affecting the human body                                               | Section 299 to 309<br>319 to 342<br>349 to 354<br>359 to 369<br>375 to 377 |
| and                                                                                         |                                                                            |
| CHAPTER XVII—Offences against Property                                                      | Section 378 to 420, 425 to 462                                             |
| CHAPTER XXII—Criminal Intimidation, Insult and<br>Annoyance                                 | Section 503, 506 and 509                                                   |

(b) *Local and Special Law*: with special references to Sections:—

1. Motor Vehicles Act IV of 1939: Sections 2 to 12, 14 to 19, 21 A to 21C, 21G to 21H, 22 to 24, 30, 33, 34, 39, 42, 58, 59, 60, 71 to 90, 93, 94, 106, 112 to 132A.
2. Untouchability Offence, Act, 1955 (Act XXII of 1955): Sections 2 to 21.
3. The Suppression of Immoral Traffic in Women and Girls Act, 1956 (No. 104 of 1956).
4. Identification of Prisoners Act No. XXXIII of 1920: (Sections 2 to 7).
5. The Opium Act, 1878: Sections 3, 4, 9 to 12 and 14 to 19.
6. Police (Incitement to Disaffection) Act, 1922 (No. XXII of 1922).
7. The Police Act, 1861.
8. The Police Act, 1949.
9. Official Secret Act: Sections 2 to 15.
10. The Arms Act, 1959: Sections 2 to 12, 15 to 17, 19 to 45.
11. The Indian Explosives Act, 1884: Sections 4, 5, 13.
12. Explosives Substances Act, 1908: Sections 2 to 7.

13. The Indian Railways Act, 1890: Sections 3, 100 to 134 and 137.
14. Indian Lunacy Act, 1912: Sections 3, 13 to 16 and 36.
15. Indian Telegraphs Act, 1885, Sections 25 to 32.
16. The Indian Post Office Act, 1898: Sections 1 to 5, 25.
17. The Indian Wireless Telegraphy Act, 1933, Sections 2 to 8.
18. The Criminal Law Amendment Acts, 1932, 1960.
19. Prevention of Corruption Act, 1947.
20. Telegraph Wires (Unlawful Possession) Act, 1950: Sections 1 to 7.
21. Public Gambling Act, 1867.
22. Foreigners Act, 1946.
23. The Passports Act, 1967.
24. The Passports Rules, 1967.
25. The Indian Forest Act, 1927.
26. Maintenance of Internal Security Act, 1971.
27. Defence of India Rules, 1971.
28. The Registration of Foreigners Act, 1939.
29. The Indian Passport Act, 1920.
30. The Passport Rules, 1950.
31. Foreigners Order, 1948.
32. Foreigners Order, 1957.
33. The Prisoners Act, 1894: Sections 3, 42 and 43.
34. The Criminal Amendment Act, 1908.
35. The Criminal Amendment Act, 1938.
36. Press and Registration of Books Act, 1867: Sections 1, 3 to 8A, 12 and 15.
37. The Prevention of Cruelty to Animals Act, 1960: Sections 1 to 3, 11 to 14, 21, 22, 24 to 36.
38. Punjab Habitual Offenders (Control and Reforms) Act, 1952.
39. Unlawful Activities (Prevention) Act, 1967.
40. Prevention of Seditious Meetings Act, 1911.
41. Citizenship Act, 1955.
42. Police (Restriction of Rights) Act, 1966.

#### PAPER 5—POLICE

Punjab Police Rules as extended to Himachal Pradesh.

#### PUBLIC RELATIONS DEPARTMENT

#### PAPER 3—PUBLIC RELATIONS

Current Affairs/General Knowledge (National, International and the State), Public Relations, Theory and Practice.  
(In English and Hindi).

#### PAPER 4—PUBLIC RELATIONS

Drafting a news item and a feature based on the given material (In English).  
Drafting a Broadcast/Article on topic of Pradesh  
(In English and Hindi).

#### PAPER 5—PUBLIC RELATIONS

Himachal Pradesh problems and steps taken to solve them. Socio-Economic Programmes of Himachal Pradesh with special reference to Five-Year Plans. Progress in various sections of development, policy of the Government of Himachal Pradesh and steps taken to implement.  
(In English and Hindi).

## RURAL INTEGRATED DEVELOPMENT DEPARTMENT

### PAPER 3—(RURAL INTEGRATED DEVELOPMENT)

Principles and philosophy of extension as applied to Rural Development:

- I. Principles and philosophy of extension work. Extension work in other countries—its development in India with special reference to Himachal Pradesh, its multipurpose concept and character. Extension with emphasis on agriculture but covering all aspects of rural life. Extension through local leaders. Qualities of an Extension worker—correct kind of aptitude and attitude. Duties of Social Education Organiser and his relationship with Block Development Officer and the technical experts.

II. Organisational set-up of Extension Service in the country:

- (a) At the Centre.
- (b) At the State Level.
- (c) At the District Level.
- (d) At the Block Level.

III. Extension methods, media and techniques approach to Rural Society:

- (a) Direct contact (Individual, group, community and mass).
- (b) Working with village people and developing village group—action by developing an—
  - (i) Approach to group through group discussions.
  - (ii) Technique of organising group discussions.
  - (iii) Approach to mass through conferences and seminars, methods of conducting conferences and seminars and how to make them fruitful and effective.
  - (iv) Approach to groups and community through medium of existing village fairs, educative rural exhibitions, sports meet etc. Technique of organising them.
- (c) Principles involved in use of techniques and media such as—
  - (i) Demonstrations—how to do them well and get the best of them.
  - (ii) Common mistakes—
    - (a) Method demonstration.
    - (b) Result demonstration.

IV. Education and Social Education:

- (a) Promote Community Organisation, such as Farmer's Clubs, Women's Clubs, Youth Organisations, which can actively participate in the Community Development Programmes and will assist in building up local leadership and create enthusiasm in the people.
- (b) Assist in communication of ideas to the people in the sphere of working of the other members on the team, through techniques in which the Social Education Organiser will specialise as for example, cinema shows, audio-visual aids, kisan melas, exhibitions.
- (c) Activities:
  - (i) Setting up of Community Organisations, such as Panchayats, Farmer's Clubs etc.
  - (ii) Organise Community Centres.
  - (iii) Develop the village school teacher's role in the Community Development Programme.
  - (iv) Help in organising village leader's camps.
  - (v) Organise radio-listening groups.
  - (vi) Organise shramdan.
  - (vii) Youth Programmes—employing them in organising social education programme. Laying emphasis on the main objective of the youth organisations vis-a-vis Community

Development Programme on the principle that it is the youth who will build up the Community.

#### PAPER 4—(RURAL INTEGRATED DEVELOPMENT)

Appreciation of various facts of Programmes of Rural Development:

#### I. AGRICULTURE:

(a) Understanding the need for development of agriculture with special reference to factors of agriculture production like soil, seed, fertilizers, implements, irrigation and cultural practices—the minimum programme of Agriculture Development.

(b) Better techniques of production:

- (i) Improved seeds, their usefulness, methods for their multiplication and maintenance of purity. System of multiplication through Government purchase and distribution through exchange between cultivators.
- (ii) Improved implements, their usefulness, factors limiting their popularity.
- (iii) How pests and diseases are caused and controlled, facilities available for plant protection.
- (iv) The popularity and significance of compost green manuring, mixed cropping, intensity of cropping and mixed farming.

(c) Horticulture:

Kitchen garden, commercial production of vegetables and fruits. Nurseries for supply of plants and grafts—Horticultural assistance available to the individuals and community from different sources. Importance of Horticulture due to steep slopes in higher hills. The planting of orchards—planting and renovation of old orchards.

#### II. ANIMAL HUSBANDRY AND FISHERIES:

The inter-dependence of Plant Husbandry (Agriculture) and Animal Husbandry for balancing the country's agriculture economy, the contributions of different species of live-stock namely cattle, sheep, goats, pigs, poultry to our rural economy, the role of animal products such as milk, eggs, meat and fish in balancing the generally poor average diet. Responsibility of Panchayats in the field of Animal Husbandry, maintenance of breeding bulls, stud-rams, improvement and maintenance of village tanks and ponds, their stocking with fish fingerlings.

#### III. CO-OPERATION:

(a) Co-operative law and procedure, important provisions regarding organisation, registration and working of different co-operative societies.

(b) Role of co-operative institutions in Rural Development Programme—Relation with Panchayats—Responsibility of the B.D.O., and extension work in respect of co-operative programmes—preparation of village production programmes.

Special Programmes in Rural Areas:

- (a) S.F.D.A.
- (b) M.F.A.L.
- (c) Applied Nutrition Programme.
- (d) Employment Programmes.
- (e) Family Planning.
- (f) Rural Health and Sanitation (Smokeless Chullas).
- (g) Primary Health Centres.
- (h) Maternity and Child Welfare Programme.

**PAPER 5—(RURAL DEINTEGRATED DEVELOPMENT):**

Programme Planning and Local Government with relation to Rural Development.

**(PART-A)**

1. (a) H.P. Panchayati Raj Act, 1968 (as amended from time to time) and the rules made thereunder.
- (b) Election Rules relating to Panchayati Raj bodies.

**(PART-B)**

1. All State Acts covering Agriculture/Co-operation (Bare Acts will be provided).

**(PART-C)**

C.D. Manual.

**SECRETARIAT ADMINISTRATION AND GENERAL**

**PAPER 3—(SECRETARIAT ADMINISTRATION AND GENERAL)—OFFICE MANAGEMENT:**

Setting up of new offices, organisation of offices, duties and discipline, central receipt and distribution of dak, registration and perusal of dak, record management and filing system, action on receipts, notes and orders, issue and action thereafter, treatment of secret and confidential documents, Assembly Business, Rules of Business of the Government of Himachal Pradesh, Annual Confidential Reports, legal matters and consultation with Law Department, procurement and procedure in respect of printing and stationery material, purchase of stores and stores purchase organisation, eradication of corruption and departmental inquiries, efficiency, periodical inspections, reports and returns, framing of service rules under Article 309 of the Constitution, consultation with P.S.C., relationship of corporate bodies, companies and autonomous bodies with Government.

**PAPER 4—(SECRETARIAT ADMINISTRATION AND GENERAL ADMINISTRATIVE CASE):**

The facts of a case of administrative nature will be given and the examinee will be asked to prepare a comprehensive note and a self contained draft memorandum for Council of Ministers, etc.

**PAPER 5—(SECRETARIAT ADMINISTRATION AND GENERAL) CASE RELATING TO SERVICE/FINANCIAL RULES:**

The facts of a case relating to rules like F.Rs., S.Rs., CCS (CCA) Rules, CCS (Conducts) Rules, Treasury Rules, Leave Rules as applicable in Himachal Pradesh will be given and the examinee will be asked to fix pay, determine pension or other benefits under Pension Rules, frame a charge-sheet, write inquiry report, determine T.A./leave admissible etc. etc. according to the nature of the case.

**TOURISM DEPARTMENT**

**PAPER 3—TOURISM:**

1. What is Tourism and its importance in the modern time.
2. Familiarity with the places of tourist interest in the State and country.
3. Place of Himachal Pradesh in the country in the matter of Tourism.
4. Tourism is an industry.
5. Benefits of tourism and its beneficiaries (educative, literary, natural health and financial).
6. How to sell Tourism.
7. Type and flow of tourist traffic in Himachal Pradesh.
8. How to attract tourists and to prolong their stay.

9. The effect of tourism on the State economy.
10. The Himachal Pradesh Hotel Registration and Travel Agents Act, 1969 (Features and benefits).
11. State guests rules and arrangements etc.

#### PAPER 4—TOURISM:

1. How to develop tourism.
2. Stage of development of tourism in Himachal Pradesh.
3. Planning for promotion of tourism with reference to previous Five-Year Plans and Fifth Five-Year Plan.
4. Role of private sector for the development of tourism.
5. Incentives for private sector engaged in the tourist trade.
6. Basic facilities required by tourists with reference to such facilities available in Himachal Pradesh.
7. Suggestions for the development/promotion of tourism.
8. The problems that Himachal Pradesh is facing in the matter of development of tourism and increase in the tourist traffic.
9. The role of other Departments of the State Government for the promotion of tourism in Himachal Pradesh.
10. The Policy of the Government for the promotion of tourism in Himachal Pradesh.

#### PAPER 5—TOURISM:

1. The role of publicity in Tourism.
2. The type and extent of publicity required for publicising the places of tourist interest in Himachal Pradesh.
3. The various media of publicity and places where it should be profitably made.
4. Publication of tourist literature (types of literature how and where to display).
5. Supplying of information to tourists.
6. Opening of Tourist Information Centres in and outside the State at the point of dispersal of tourist traffic.
7. How to maintain a liaison with travel agencies and hoteliers, etc.

### TRANSPORT DEPARTMENT

To be notified later on.

### WELFARE DEPARTMENT

#### PAPER 3—WELFARE

- (i) Nutrition Programme.
- (ii) Voluntary organisations and their role in the field of welfare.
- (iii) Children Act, 1960, Probation of Offenders Act, 1958, Suppression of Immoral Traffic in Women and Girls Act, 1956, Habitual Offenders Act, 1969.
- (iv) Rules made under aforesaid Acts.
- (v) Various institutions and their activities.
- (vi) Old-age Pension Rules, etc.
- (vii) Problem of beggary and measures for its removal.
- (viii) Administrative set up of Himachal Pradesh, State Social Welfare Advisory Board and other such bodies set up by the Government with their functions.
- (ix) Social Welfare Programmes including Women, Child Welfare, Physically Handicapped, Social Security and Social Defence Programmes.

PAPER 4—WELFARE

- (i) List of Scheduled Castes/Scheduled Tribes/O.B.C./Denotified Tribes.
- (ii) Constitutional safeguards provided in the Constitution of India for Scheduled Castes/Scheduled Tribes and other weaker sections of the society.
- (iii) Himachal Pradesh Backward Classes (Grant of Loans) Act, 1969 and the Himachal Pradesh Transfer of Land (Regulation) Act, 1968 and rules made thereunder.
- (iv) Rules under various schemes for the Welfare of Scheduled Castes/Scheduled Tribes.
- (v) Administrative set up of schemes areas.
- (vi) Major problems of Scheduled Castes/Scheduled Tribes/O.B.C. and measures for their solution.
- (vii) The Un-touchability (Offences) Act and problems connected therewith.

PAPER 5—WELFARE

- (i) Topography of the Tribal Districts viz., Kinnaur, Lahaul and Spiti and Chamba (Pangi-Bharmour).
- (ii) Vidhan Sabha Committee for Scheduled Castes and Scheduled Tribes and Administration Minority Committee constituted by the Government and their role.
- (iii) Role of District Welfare Committee and problems confronting implementation of Welfare Programmes.
- (iv) Role of Commissioner for Scheduled Castes and Scheduled Tribes and main recommendations for his latest reports.
- (v) General assessment and general impact of welfare schemes on the Scheduled Castes and Scheduled Tribes/O.B.C. etc.
- (vi) Working of T.B. Blocks; and
- (vii) Ashram type schools/Gujjar Schools and other institutions run through voluntary organisations.

PRISONS DEPARTMENT

PAPER 3—PRISONS

1. The Prisons Act IX of 1894.
2. The Prisoners Act III of 1900.
3. Transfer of Prisoners Act, 1950.
4. Prisoners (Attendance in Courts) Act, 1955.
5. Un-touchability (Offences) Act, 1955. P.C.R. Act.
6. Probation of Offenders Act of 1958 and the rules framed thereunder.
7. Habitual Offenders Act, 1959 and the rules framed thereunder.
8. Indian Lunacy Act of 1912.
9. H.P. Children Act, 1948.
10. Punjab Jail Manual as applied to Himachal Pradesh.

PAPER 4—PRISONS

1. Types of crime and criminals, white colour crime, organised crime, delinquency and crime, crime as deviant behaviour, crime and personality dis-organisation crime and social dis-organisation, Crime and Society, Delinquency and Crime in India.
2. Definitions and scope of penology.
3. Evaluation of punishment and forms of punishments.
4. Origin and growth of prison system, co-ordination between law enforcement agencies and correctional services.
5. Modern correctional principles and practices.
6. Correctional Institutions, prison architecture, classification of prison, classification of prisoners, segregation of prisoners.

## PAPER 5—PRISONS

1. Object and manner of enforcement of prison rules and regulations.
2. Relationship between prisoners and the prison staff, basic needs of prisoners and role of prison staff in their fulfilment.
3. Classification of prisoners on scientific basis.
4. Correctional treatment programme in prisons, educational, re-creational, cultural and vocational.
5. Prison discipline, punishment, discontent amongst prisoners, disciplinary problems, hunger strike and emergencies.
6. Modernisation of prison industries, prison agriculture and employment of prisoners.
7. Prison dietary and medical care of prisoners.
8. Parole and furlough systems.
9. Reviews, conditional and unconditional premature release of prisoners.
10. Rehabilitation of prisoners and after care of the released prisoners.

## SCHEDULE 'F'

## (PART V-A)

[See Rule 30-C (2)]

PAPER 3—RULES AND ACTS PERTAINING TO THE RESPECTIVE DEVELOPMENT DEPARTMENT AND GENERAL KNOWLEDGE REGARDING DEVELOPMENTAL PROBLEMS OF THE PRADESH AS IDENTIFIED FROM THE ANGLE OF THE RESPECTIVE DEPARTMENT.

*Note.*—This Schedule contains department-wise syllabi for Paper 3—Rules and Acts pertaining to the respective department (Technical Officers). For the Administrative and Ministerial Officers (Non-Technical Officers) of all the departments, the papers 3 to 5 will be as given at Serial No. 12 of Schedule 'E'.

| <i>Sl. No.</i> | <i>Name of the Department</i> |
|----------------|-------------------------------|
|----------------|-------------------------------|

- |     |                                                      |
|-----|------------------------------------------------------|
| 1.  | Agriculture Department.                              |
| 2.  | Animal Husbandry Department.                         |
| 3.  | Economics and Statistics Department.                 |
| 4.  | Fisheries Department.                                |
| 5.  | Health and Family Welfare Department.                |
| 6.  | Himachal Pradesh Institute of Public Administration. |
| 7.  | Horticulture Department.                             |
| 8.  | Language and Cultural Affairs.                       |
| 9.  | Printing and Stationery Department.                  |
| 10. | Public Works Department.                             |
| 11. | Treasury and Accounts (Finance).                     |

## AGRICULTURE DEPARTMENT

## PAPER 3—RULES AND ACTS

1. Constraints in increasing agriculture development in hills.
2. Organisational set up of extension services.
3. Planning for Agriculture Development in hilly areas.
4. The Himachal Pradesh Agricultural Produce Market Act, 1969 (Act No. 9 of 1970).
5. The Himachal Pradesh Agricultural Produce Market Rules, 1971.
6. The Himachal Pradesh Agricultural Pests, Diseases and Noxious Weeds Act, 1969 and rules made thereunder.



7. The Fertilizer Control Order, 1957.
8. The Seeds Act, 1966 (54 of 1966) and Seeds, 1968.
9. The Himachal Pradesh Tractor Cultivation (Recovery Charge) Act, 1972 and Rules made thereunder.
10. The Agricultural Loans Act, 1883 and 1884 and Rules made thereunder.
11. The Himachal Pradesh Panchayati Raj Act, 1968 (Act No. 19 of 1970) and Rules framed thereunder.
12. Insecticides Act, 1968 (Act No. 46 of 1968) and Rules made thereunder.
13. The Himachal Pradesh Co-operative Societies Act, 1968 (Act No. 3 of 1969) and Himachal Pradesh Co-operative Societies Rules, 1971.
14. Constitution and Working of Himachal Pradesh State Seed Certification Agency, Himachal Pradesh Marketing Board and Potato Development Board.
15. Himachal Pradesh Bulldozere (Use and Recovery Charge) Rules, 1975.

## ANIMAL HUSBANDRY DEPARTMENT

### APER 3—RULES AND ACTS (VETERINARY WING):

#### PART A

1. Veterinary jurisprudence in general and legal duties of veterinarian with special reference to following Acts and Rules thereunder:—
  - (a) Glanders and Farcy Act, 1899.
  - (b) Prevention of Cruelty to Animals Act, 1960.
  - (c) Himachal Pradesh Livestock and Poultry Diseases Act, 1968.
  - (d) Himachal Pradesh Prohibition of Cow Slaughter Act, 1979.
  - (e) Himachal Pradesh Livestock Improvement Act, 1968.
  - (f) Dourine Act, 1910.
  - (g) I.P.C. Sections 377, 428 and 429.
2. Examination of animals for soundness.
3. Examination of injuries.
4. Post-mortem examination.
5. Collection and despatch of material for chemical analysis.
6. Causes of sudden death in animals.
7. Detection of frauds on live animals and slaughtered animals.
8. Code of conduct and ethics for veterinarians.

#### PART B

### (GENERAL KNOWLEDGE REGARDING DEVELOPMENTAL PROBLEMS OF THE PRADESH AS IDENTIFIED FROM THE ANGLE OF THE ANIMAL HUSBANDRY DEPARTMENT, HIMACHAL PRADESH)

1. Planning animal husbandry programme in Himachal Pradesh whether maximum or economical production.
2. Social attitude and cattle improvement virtues and constraints.
3. Cattle Husbandry, Sheep Husbandry, Poultry Husbandry as an Industry in Himachal Pradesh.
4. Comparison of different classes of livestock in economy of food production, employment generation.
5. Breeding of livestock in Himachal Pradesh *vis-a-vis* cross breeding and pure breeding.
6. Consideration to adopt an area as Cattle raising area or Sheep raising area or Poultry raising area.
7. Development of trait in milch animals whether butter fat or vol. of milk.

8. Factors influencing cost of milk production, wool production, mutton production, eggs production.
9. Evaluation of different pastures, grass lands, hay lands and cultivated fodder.
10. Problems of tick control in grazing animals.
11. Man made fibre and fibre of animal origin, can they co-exist, how long, Challenges posed by man made fibre to the survivality of sheep.

### PAPER 3—DAIRY (DAIRY WING)

1. Systems for payment for milk, their merits and demerits.
2. Various steps to bring down the cost of milk production handling and distribution in the hills.
3. Breeding policy of Cattle in Himachal Pradesh with its objectives to boost up milk production.
4. Clean milk production.
5. Factors responsible for change in fat percentage of milk.
6. Various methods of adulteration milk and their detection.
7. Role of Co-operatives in Dairy Development.
8. Minimum legal standards under prevention of food adulteration.
9. Requirements of metals, coming in contact with milk, various metals used in Dairy industry, their merits and demerits.
10. Factors to be considered in setting up of a chilling plant/dairy plant.
11. Conservation of fodder-making of hay, silage and hay hailing.
12. Preventive maintenance of machinery of Chilling Plants and Dairy Plants.
13. Cleaning and sanitation of Dairy Equipment.
14. Different methods of packing of milk, packing material, their advantages and disadvantages.
15. 'ANAND PATTERN' Co-operatives, Philosophy, Approach and Application in Himachal Pradesh.
16. Himachal Pradesh Co-operative Societies Act, 1968 (Act No. 3 of 1969) and Himachal Pradesh Co-operative Society Rules, 1971.

### ECONOMICS AND STATISTICS DEPARTMENT AND ECONOMISTS AND STATISTICIANS OF ALL OTHER DEPARTMENTS OF HIMACHAL PRADESH

#### PAPER 3—RULES AND ACTS

Types of Statistical systems, Development of National and State Statistical systems in India over years, Functions of different statistical organisations at the Centre and in the States.

Population Census, Livestock Census, Agriculture Census and Economic Census, techniques adopted, types of data generated, changes in concepts and definitions in various censuses.

National Sample Survey Organisation, type of data being generated by it in socio-economic, agricultural and industrial fields.

Measures of Central tendency and dispersion, probability, Interpolation, Binomial, Poisson and Normal distributions, Large and small sample theory. Standard sampling distributions such as  $t$ ,  $\chi^2$ ,  $F$ , and tests of significance based on them.

Correlation co-efficient, Curve fitting.

Analysis of variance. Theory of linear estimation, two way classification with interaction. Basic principles of design of experiments. Layout and analysis of common designs such as randomised blocks. Latin square Factorial experiments and confounding Missing plot techniques.

Sampling techniques; Simple random sampling with and without replacement. Stratified, sampling, Ratio and regression estimates. Cluster sampling, multisage, sampling and systematic sampling. Non-sampling errors.

## FISHERIES DEPARTMENT

### PER 3—RULES AND ACTS

1. Mahsir Fishery: Distribution, food, feeding and breeding, migration, its importance as a food and sport fish, development and management measures, and future of mahsir fishery in Himachal Pradesh.
2. Administrative set up at Central and States.
3. Fisheries Extension Factors effecting fisheries extension work, methods of extension, fisheries in Community Development and A. N. P. Block; Job Chart/Calendar of work in blocks for fisheries extension workers, etc., etc.
4. Fisheries Legislation—Rational exploitation—destructive practices—sanctuaries—closed season—pollution—craft and gear—food laws—Indian Fisheries Act, 1897 and Punjab Act, 1914 and various rules in vogue in Himachal Pradesh.
5. Planning in fisheries—Estimation of resources and potentialities—projects, fixation of targets manpower, personnel management and training.
6. Fishery Statistics—Background, frequency distribution, mean, medium mode, variance and standard error—sample surveys method of collection of data and interpretation on production/prices/costs/earning etc.
7. S.F.D.A./M.F.A.L.
8. Employment programmes.
9. Applied Nutrition Programme.
10. Himachal Pradesh Panchayati Raj Act (as amended from time to time) and Rules made thereunder.
11. Election Rules relating to Panchayati Raj Bodies.
12. All States Acts covering Agriculture/Co-operation (Bare Acts will be provided).
13. Any other Acts or Rules applicable in Himachal Pradesh.

## HEALTH & FAMILY WELFARE DEPARTMENT

### PER 3—RULES AND ACTS

#### Hospital Administrations:

- (a) Introduction and principles.
- (b) Definitions, Types and Functions of various Medical Institutions with special reference to functions of Primary Health Centres.
- (c) History and Development of Hospitals including hospitals of India of to-day.
- (d) Hospital Organisations.
- (e) Problem of Hospital Administration—
  - (i) Case method study of Hospital problem.
  - (ii) Recent trends in Hospital problems.
  - (iii) Nursing problem in Hospitals.
  - (iv) Public and human relations in Hospitals.
  - (v) Importance of public understanding and support.
  - (vi) Public relations—techniques.
  - (vii) How to deal with public in matters of complaints.

#### Health Education:

Methods of Health Education in Hospitals and in fields and their importance.

#### Hospital Hazards:

- (1) Civil Defence and related matters.
- (2) Disaster programmes.

**Legal aspects in medical practice :**

- (1) Medico legal aspects and laws and regulations applicable to medical practice.
- (2) Legal responsibility with reference to mentally retarded and insances.
- (3) Minor emergency care.
- (4) Medico legal cases and disposal of dead bodies.
- (5) Medical jurisprudence as applicable for medical practice.

**SECURITY OF HEALTH RECORDS, THEIR RETENTION AND RELEASE IN VARIOUS MEDICAL INSTITUTIONS****Health Planning :**

- (1) Health Planning in Hospitals and various institutions in the field.
- (2) Population Control, Family Welfare and Maternity and Child Health Programme in order to control the fertility and infant morbidity and mortality.
- (3) Other Health Programmes like Venereal Diseases, Tuberculosis, Cancer, Leprosy, Control of Blindness, Malaria, Filariasis.
- (4) Environmental sanitation.
- (5) Planning of building for various Medical Institutions.
- (6) Chlorination, dog destruction, rabies.

**SURVEY OF HEALTH PROBLEMS AND EVALUATION OF VARIOUS ACTIVITIES AND HEALTH INTELLIGENCE SYSTEM****Acts/Rules—Relating to Health and Family Welfare Department:**

- (1) The Himachal Pradesh Nurses Registration Act, 1978.
- (2) The Himachal Pradesh Homoeopathic Practitioners Act.
- (3) The Himachal Pradesh Junveniles (Prevention of Smoking) Act, 1952.
- (4) The Himachal Pradesh Vaccination Act, 1969.
- (5) The Himachal Pradesh Anatomy Act, 1966.
- (6) The Indian Lunacy (Himachal Pradesh Amendment) Act.
- (7) The Epidemic Diseases (Himachal Pradesh Amendment) Act, 1897.
- (8) The Prevention of Food Adulteration Act, 1954.
- (9) The Registration of Births and Deaths Act, 1969.
- (10) The Entists Act, 1948.
- (11) Indian Medical Council Act, 1956.
- (12) The Leprosy Act, 1898.
- (13) The Essential Drugs Act.
- (14) The Central Medical Termination of Pregnancy Act, 1971.
- (15) Medical Attendance Rules, 1954.
- (16) Hospital Manual.
- (17) Punjab Medical Manual.
- (18) Rules and Regulations framed under the above Acts.

**Management of Hospitals:**

Special management information system. Control of duties of out-patients and control of in-door patients and Rural Medical Institutions, State Directorate of Health Services, Directorate of Medical Education and Directorate General of Health Services, Health Intelligence and data collection.

**Role of National and International Health Organisations:**

WHO, FORD FOUNDATION, UNICEF, COLOMBO, PLAN, U. S. AID, ROCK FELLER, F.A.O., RUSSIAN AID, CARE ETC.

**PAPER 3—RULES AND ACTS (AYURVEDA)**

1. Drugs and Cosmetic Act—portion regarding Indian System of Medicines.
2. Himachal Pradesh Ayurvedic and Unani Practitioners Act, 1968.
3. Indian Medicine Central Council Act, 1970.
4. Homoeopathic Act.
5. Recognition of different system of ISM specially in Himachal Pradesh.
6. General knowledge regarding various schemes—plan/non-plan carried out in the Department of Ayurveda and problems faced in implementing them:
  - (a) Development programme in respect of research in Ayurveda.
  - (b) Development programmes in respect of pharmacies in Ayurveda.
  - (c) Exploration of Herbo medicinal wealth of Himachal Pradesh problems faced therein (for Botanist only).
  - (d) Development problems of phytochemical exploration (for pharmaceutical chemist only).

**HIMACHAL PRADESH INSTITUTE OF PUBLIC ADMINISTRATION**

To be notified later-on.

**HORTICULTURE DEPARTMENT**

**PAPER 3—RULES AND ACTS**

1. Development of Horticulture in Himachal Pradesh with specific relation to various schemes in operation.
2. Status of Horticultural Industry in Himachal Pradesh.
3. Problems and solutions of Horticultural Industry in Himachal Pradesh.
4. Objects and scope of different schemes in operation in Horticulture Department.
5. Basic principle and practices of nursery propagation of fruit plants.
6. Natural vegaries which the orchardist has to face in the State and how he can combat them.
7. Problem of utilisation of un-marketable fruit and their solution with specific reference to steps taken by the State in this regard.
8. Constitution and working of Himachal Pradesh Horticultural Produce Marketing and Processing Corporation.
9. Importance and salient features of Himachal Pradesh Nursery Registration Act, 1973 and Himachal Pradesh Nursery Registration Rules, 1973.
10. Importance and salient features of Himachal Pradesh Pests, Diseases and Abnoxious Weeds Act, 1969.
11. Rules governing grant of subsidies in Department of Horticulture for establishment of garden colonies, community gardens and others.
12. Importance, salient features and working of various horticultural loans by the Financial Institutions.
13. S.F.D.A./M.F.A.L.
14. Applied Nutrition Programme.
15. Himachal Pradesh Panchayati Raj Act (as amended from time to time) and Rules made thereunder.
16. Election Rules relating to Panchayati Raj Bodies.
17. All State Acts covering Agriculture/Co-operation (Bare Acts will be provided).
18. Any other Acts or Rules applicable in Himachal Pradesh.

## LANGUAGE AND CULTURAL AFFAIRS

## PAPER 3—RULES AND ACTS

1. Himachal Pradesh Official Language Act, 1975 and its implementation, Hindi in Administration, popularisation and encouragement of Hindi, Urdu and Sanskrit languages and literature in Himachal Pradesh. Development of Pahari and literary/regional Language of Himachal Pradesh its written literature folk lore, different dialects, research survey and grammatical study thereof, tribal languages and literature.
2. Cultural heritage of Himachal Pradesh. Historical background, Land and People, Food and Dresses, Temples and Gompas, Fairs and Festivals, Tribes and Tribal Life. Voluntary organisations and their role in the fields of Art, Language, Literature and Culture.
3. Linguistic and Cultural Survey—necessity, organisation and method.
4. Pahari and different schools, indigenous and folk art and drawing miniature mural paintings, sculptures architectural beauty, tribal art, Fine art performing arts—dance, drama and music. Mini Kala Kendras.
5. Development of museums and art galleries—their importance as cultural centre and for educational purposes and as repositories for presentation of cultural heritage of the past.
6. Archaeology as evidence for the development of civilisation with particular reference to Himachal Pradesh Antiquities and Art Treasures Act, Rules and their implementation. Himachal Pradesh Ancient and Historical Monuments and Archaeological Sites and Remains Act, 1976 and rules framed thereunder and their implementation.
7. Archives as source material for social and political history. Their source and methods of presentation.
8. Management of Libraries and their role for enhancing the cultural life of the people and awakening their awareness.

## PRINTING AND STATIONERY DEPARTMENT

## PAPER 3—RULES AND ACTS

Knowledge of factories Act, Workmen's Compensation Act, Industrial Disputes Act. Payment of Wages Act, Minimum Wages Act, Copy Right Act, Registration of Press Act and the different rules framed thereunder by the Centre and the State Government.

Any other Rules or Acts enforced by the Government from time to time.

## PUBLIC WORKS DEPARTMENT

## PAPER 3—RULES AND ACTS

- (a) Departmental Financial Rules (Financial Hand Book No. 3 relating to Public Works Department portion only):
  - (i) Chapter I (Introductory).
  - (ii) Chapter II (General System of Accounts and Financial Control).
  - (iii) Chapter III (Cash Transaction and their record).
  - (iv) Chapter VI Stores.
  - (v) Chapter VII Works.
  - (vi) Chapter VIII (Accounts and Sub-Divisions).
- (b) Public Works Department Code:
  - (i) Classification of Operations of Public Works.
  - (ii) Administrative Approval and Technical Sanctions.
  - (iii) Requisition by Civil Officers.
  - (iv) Original works Civil Buildings Roads/Water Supply/Irrigation Works.

- (v) Repairs.
- (vi) Contracts and Work Orders.
- (vii) Execution of Works.
- (viii) Miscellaneous Rules regarding office works excluding accounts procedure.
- (c) Limitation Act, Indian Contract Act, Arbitration Act, Land Acquisition Act, Workmen's Compensation Act.
- (d) Himachal Pradesh Administrative History, development, climatic geographical and topographical conditions. Resources for plans, scope for Irrigation. Water supplies and road development of Himachal Pradesh including tribal development programmes and programmes for weaker sections of society.

### TREASURY AND ACCOUNTS (FINANCE DEPARTMENT)

#### PAPER 3—RULES AND ACTS

1. Book keeping.
2. Balance Sheet.
3. Depreciation, Sinking Fund, Secret Reserves, Reserve Funds, Self Balancing Ledger.
4. Capital and Revenue Accounts, Receipt and Payment Account—Income and Expenditure Account.
5. Cost Account.
6. Double Account System.
7. An introduction to Indian Government, Accounts and Audit.

Chapters 6—11 excluding three sections relating to Defence Department, Railway Department and Post and Telegraphs Department.

Any other Acts or Rules enforced by the Government from time to time.

K. C. PANDEYA,  
Chief Secretary.

